

PRE-PROPOSAL CONFERENCE

Request for Grant Proposals RESPITE CARE SERVICES (SSA/RCP/14-001-S)

APRIL 30, 2013

AGENDA

Attendees: (see List of Attendees)

- I. Welcome & Opening Remarks – Katharine Kamieniecki, Procurement Officer
- II. Introductions- Katharine Kamieniecki, Procurement Officer
- III. General Information (Section 1 & 2)- Katharine Kamieniecki, Procurement Officer
 - a. Summary Statement
 - b. Procurement Officer
 - c. Electronic Grant Authorization
 - d. Questions and Inquires
 - e. Closing Date
 - f. No Offer Statement
 - g. State Project Manager
 - h. Corporate Registration
 - i. Minority Business Enterprises
- IV. Section III- Specifications- Social Services Administration
Office of Adult Services
Kathleen Ward, Program Specialist
- V. Section IV- Requirements for Proposal Preparation- Katharine Kamieniecki,
Procurement Officer
 - a. Two Volume Submission
 - b. Transmittal Letter
 - c. Volume I- Technical Proposal
 - d. Forms
 - e. Volume II- Financial Proposal
- VI. Section V- Evaluation Procedures
- VII. Questions and Answers Session
- VIII. Closing Comments
 - a. Transcript of conference, list of attendees, questions, and responses and all amendments will be posted on DHR's Website.
 - b. Reminder that closing date and time for receipt of all bids is Friday, May, 10, 2013 by 4:00 p.m.

Conference concluded at 10:56 a.m.